

ASSISTANT FIRE CHIEF

(Promotional Class)

GENERAL STATEMENT OF DUTIES

The assistant fire chief is responsible for the activities of all personnel and the operation of all fire stations on an assigned shift. Duties include responding to major fires and emergencies (or others as needed) to direct firefighting and lifesaving activities, assigning and supervising suppression personnel to insure proper fire coverage of all assigned areas, keeping all required records and reports, and providing any other assistance required by station officers and personnel to insure the efficient operation of the suppression division. Employees of this class receive only general instruction, working independently in most areas. This class ranks directly below that of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

On an assigned shift, visits each station as needed and receives reports from the district fire chief including equipment reports, fire incident reports, requests for leave, receipts, etc.; fills out time sheets for all personnel under his supervision; if necessary, transfers personnel to assure that each company can respond with a full complement of firefighters and company officers.

Responds to alarms for major fires (particularly those involving structural damage or hazardous materials, or any involving firefighting personnel from outside the parish) or to any other fires or emergencies as needed; takes charge of all emergency scene operations at second alarms; calls in any additional equipment or companies required, oversees placement of equipment or personnel; calls for mutual aid if needed; at completion of fire scene activity, sees that all necessary records and reports are prepared; in cases of suspected arson, sees that fire prevention personnel are notified and any evidence preserved.

Maintains proper discipline and investigates personnel complaints from employees on an assigned shift and presents findings to the Superintendent of Fire; recommends disciplinary action when required.

Conducts or oversees inspection work performed by fire companies; oversees or assists in training of personnel of all fire companies on an assigned shift.

Keeps track of all unusual local circumstances which may affect firefighting services and contacts local agencies such as the Department of Public Works or the utility company to correct such conditions when necessary; notifies proper agencies to respond and give information in cases of hazardous chemical spills, etc.

Keeps all necessary records and completes all necessary reports on shift activities and personnel.

Supervises, directs, and reviews reports of men assigned to special assignments.

Answers inquiries or complaints from the public; notifies news media and releases designated emergencies worked by the department.

Inspects overall appearance and condition of fire equipment and quarters on his assigned tour of duty.

Performs other class related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before the application closing date.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After conditional offer of promotion, but prior to beginning work in this class, must participate in and successfully complete and pass, at the designated time and place, a drug test and medical examinations which directly correlate to essential job duties of the position, with or without accommodation. Such tests and examinations shall be prepared and administered under the direction of the Appointing Authority and Jefferson Parish Government.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of District Fire Chief for a period of at least six months immediately preceding the examination.

Must have one hundred (100) hours of approved instruction of which sixteen (16) hours must be in supervisory management and fifteen (15) hours in strategy and tactics. Ten (10) semester hours toward a degree in fire science may be substituted for the 100 hours above.

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